

CONCORD TOWNSHIP FENCE PERMIT PROCESS

How to Apply For a Fence Permit ...

The Zoning Administrator is providing the following information to aid applicants wishing to apply for a fence/wall permit. To apply for a fence/wall permit your first step is to pick up an application packet from the Zoning Administrator. You can also print an application packet at www.concordtownshipmi.org.

Fences

Fence Heights:

- A. Residential Districts: Fences in all residential districts, whether or not the same fully enclose a property, shall not exceed 4' in height as measured from ground level in side yards and backyards. Fencing in front yards shall not exceed 4' in height, as measured from ground level. Front yards, for the discussion of fencing, are defined as the property located between the street/road right-of-way and the front facade of the building. In all cases, ground level. Any ornamental or decorative fence or wall shall be constructed so that the ornamental or decorative features of the fence or wall face outward from the owner's property. Fences or walls located in any required side yard or required rear yard shall not exceed six (6) feet in height.
- B. Commercial Districts: Fences in commercial district shall not exceed 8" in height, Fences or walls in a front yard shall not be permitted in a commercial district except where required by the Planning Commission.
- C. Fences or walls on any industrial lot shall not exceed 12' in height and when located in the front yard, shall require a minimum of 50 percent (50%) see-through opacity.

Fencing Material requirements:

Fences and walls shall be constructed of materials commonly utilized for permanent fencing or walls unless otherwise approved by the Planning Commission.

Fencing Permit Requirements:

A fencing permit is required for the erection of all fences. A site plan with the location of the proposed fencing and its position in regard to street/road rights-of-way and the main structure on the site shall be submitted to the Township using the fence permit application. The fee for the permit shall be established by the Township Board.

Submitting the Application:

The next step is to submit a completed application to the Zoning Administrator with all the required information attached. The required information is as follows:

Fence Permit Application Requirements:

1. The applicant's name and address in full, and a complete description of the relationship to the property owner.
2. If the applicant is not the property owner, the signature of the property owner concurring with submittal of the application.
3. Address of the property.
4. An accurate scale drawing of the property showing location of all buildings and structures and their uses, and location of the proposed fence(s)/wall(s).
5. A complete description and scale drawing of the fence(s), including height and setback dimensions.

If there are additional questions concerning fences, contact the Zoning Department at (517)524-6804.

Review of Application:

The Zoning Administrator will review the application to determine if the proposed fence(s) meet the criteria as required in the Concord Township Zoning Ordinance. The Zoning Administrator may ask for additional information or require changes. In this case, the review process will depend on how long it takes for applicant to respond.

Application review will typically be completed within 5 working days. The application will either be approved or denied. Approval signifies that all required criteria has been met and the permit is ready to be issued. Denial of the application would be due to the inability to meet the minimum requirements as set by the Concord Township Zoning Ordinance, incomplete application, inconsistencies with the application, or other reasons as determined by the application reviewer. Reasons for the denial will be noted and made available to the applicant.

Note

It is illegal to install a fence without a permit.

Fence Permit Application

CONCORD TOWNSHIP
121 Grove Street
PO Box 236
Concord, MI 49237

Property Owner Information:

Owner Name			
Address			
City		State	Zip
Telephone	Fax	Email	

Building Tenant/Occupant:

Business Name		Contact
Address		
City		State Zip
Telephone	Fax	Email

Fence Company:

Business Name		Contact
Address		
City		State Zip
Telephone	Fax	Email
State Contractors License#		

Type of Work New Fence Relocation Renovation Replacement Temporary
 Type of Fence Chain Link Stockade Lattice Barbed Wire Razor Wire Electric
 Fence Location Front Yard Rear Yard Side Yard(s) Entire Property Pool Area
 Zoning District Agricultural Residential Multiple Family Office Commercial Industrial

Fence Description

Length of Fence(s) being installed:			
Front Yard	Rear Yard	Side Yard(s)	Total
Height of Fence(s) from grade:			
Front Yard	Rear Yard	Side Yard(s)	Other Areas
Will fence(s) front on more than one street?		YES / NO (list all street/road names below)	
Street/Road Names:			
Front:	Rear:	Side:	
Will the Fence project beyond property line?		YES / NO	
Are there existing fences on the property?		YES / NO If Yes, give location(s)	

Attachments

Please ensure the following has been completed:

- Completed Fence Permit Application
- Existing Fence Survey (list any other existing fences on the property including height)
- Site Plan Drawn to Scale (2 copies showing building frontage, curb lines and property lines.
- Street/Road Names and Right of Way (Right of Way confirmation from Jackson County Road Commission)
- Engineering Drawings if required for Office, Commercial, Industrial and Other Properties
- Fence Description Section

Declaration of Applicant / Agent

The issuance of a permit shall not be construed to be a permit for, nor approval of, any violation of any Ordinance adopted by Concord Township. I hereby acknowledge that I have read this application and state that the above is correct and agree not to start project until this application is approved, and shall comply with the laws of the United States, State of Michigan and the County of Jackson and its agencies and the fence regulations, Zoning districts, and the Building Code as adopted by Concord Township. Any violation of the above noted terms will cause immediate revocation of this permit.

\$45.00 Zoning Permit Fee
\$45.00 Final Inspection Fee
Total Fence/Wall Permit Fee \$90.00

APPLICANT SIGNATURE

DATE

Approved for permit issue by:

ZONING ADMINISTRATOR

DATE